



Dr. Mary Ann Tricarico
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Monika Wilkinson, Chair
Cecilia E. Butler, Vice Chair
Margaret Connolly
Tracy Driscoll
Sarah Santos

DPL TRUSTEES MEETING MINUTES	
OCTOBER 14, 2015, ENDICOTT BRANCH LIBRARY, 7:00PM	
MEETING CALLED BY	DPL Trustees
TYPE OF MEETING	Monthly Meeting
CHAIRMAN	Monika Wilkinson
SECRETARY	Sarah Santos
ATTENDEES	Cecilia Emery Butler, Margaret Connolly, Tracy Driscoll, Sarah Santos, Monika Wilkinson, Mary Ann Tricarico
PUBLIC ATTENDEES	

The October 14, 2015 meeting of the Dedham Library Board of Trustees was called to order at 7:00pm by Chair, Monika Wilkinson.

1. Public Input:

No Public Input.

2. Minutes:

A motion to accept the September 16, 2015 minutes was made by Ms. Emery Butler. Ms. Connolly seconded. All voted to accept the minutes.

3. Financial Report:

A motion to accept the August, 2015 Financial Report was made by Ms. Emery Butler. Ms. Driscoll seconded. All voted to accept the August Financial Report.

State Aid has not been awarded yet and is not reflected in August Financial Report. September Financial Report will be voted on at the November meeting because of email upgrade computer trouble.

4. Holiday Library Closing:

There was a discussion regarding the closing of the libraries on Saturday, January 2, 2016. Possibility to offer a children's program or movie was briefly discussed. A motion was made by Ms. Wilkinson to keep the libraries open regular hours from 10:00am to 5:00pm on Saturday, January 2, 2016. Ms. Driscoll seconded. All voted to accept.

5. Director's Report:

Dr. Tricarico updated the Trustees that the Town Libraries has purchased a ST View Scan microfilm scanner to digitize the collection of microfilmed Dedham newspapers dating back to 1857. There a total of 369 reels, that will be kept, from the Dedham Gazette, Transcript Index, Dedham Times, Daily Transcript, Neponset Valley Times, Daily News Transcript and Dedham Transcript. ViewScan will be coming to provide training for the staff. In 4 months time, these local history resources will be fully searchable and viewable in-library and via the library website.

The Dedham Main Library will be participating with an exhibit in The International Year of Light on Wednesday, October 28, 2015. The exhibit is organized by Dr. Ralf Hellmann of Dedham in coordination with Dedham Square Circle. The Library is displaying 4 posters in the Reference Rotunda.

The Dedham Public Libraries would like to thank the Friends of the Dedham Public Library for their successful fundraisers. The October book sale made a profit of \$1877.00. The Whole Foods 5% sponsor day donation will be \$6900.70. With these proceeds, new furniture will be purchased for the Main Library along with a new display unit for DVDs and grey chairs at the Endicott Branch.

Meaghan Moy is the new page hired for the Endicott Branch.

Staff members Rosemarie Shrewsbury and Amber Socci are participating in a four week training session called Customer Service Training for Municipalities. Once completed they will conduct training sessions for our staff.

Dr. Tricarico then updated the Trustees regarding the MBLC year-long study of the State Aid Program. There are four basic issues that will be addressed in the State Aid study. Flexibility in hours over 52 weeks to reflect community needs and service. Elimination of overlapping hours whether it be at main or a branch library. Permitting libraries to count a percentage of cost for providing technology as a material expenditure. Re-calculating the Municipal Appropriation Requirements (MAR) to adjust for staff changes impacting salaries. Lastly, creating a process that establishes steps and a time frame for waiver communities to meet the MAR. Dr. Tricarico will attend the October 19 meeting to discuss changes and recommendations with these issues.

Dr. Tricarico met with the architect, James Carr. He will have design sketches and budget information for the Children's Room renovation project for the Main Library for the November meeting.

Dr. Tricarico also stated that we received proposals from three consultants for the Dedham Public Library Building Plan. The proposal statements came from Mary E. Braney, Ruth E. Kowal and Alex Cohen of Aaron Cohen Associates. A special public meeting at the Endicott Branch is planned for Monday, October 26, 2015 at 8:35am. The board will discuss and vote on the three proposals about moving forward with the future of the Dedham Libraries.

6. Old/New Business:

Ms. Emery Butler stated that she had a discussion with Officer Buckley about the Main Library parking lot and Franklin Street parking. Patrons should have open spaces in the parking lot and on Franklin Street while the 11 employees need spaces to park. There was a suggestion to make emblem tags for the employees to hang from their mirrors so they would not get towed. The Trustees will vote to go to the Selectman to designate parking.

7. Action Item Review:

Action Item	Person	Date Due
Status regarding new web design and IT Action Plan	Catelyn Johnson	November
Children's Room – continued design	Dr. Tricarico; Trustees	November and On-going updates
RFQ; space planning; discussion library of future	Dr. Tricarico	On-going updates
Sponsor-a-Spot Civic Pride	Trustees to ask Friends/DLIT	Spring
Policy Review	Ms. Driscoll will provide info to date; all Trustees	September/October
Parking Lot & Street Take Pictures of Signs	Trustees	November/December
Develop a survey and then plan focus groups regarding library hours	Trustees	November/December implementation January
Develop new material for Fincom Re: staffing needs	Trustees	November/December Implementation January/February

Ms. Emery Butler made a motion to enter into Executive Session under Exemption 2, discussion of non-union contracts and Exemption 3, discussion of collective bargaining regarding union employees contracts. A roll call vote was taken to enter into Executive Session. Ms. Connolly, yes. Ms. Driscoll,

yes. Ms. Emery Butler, yes, Ms. Santos, yes. Ms. Wilkinson, yes. It was then stated that the Board would only be coming out of Executive Session to adjourn the meeting.

The Board came out of Executive Session and a motion to adjourn was made by Ms. Wilkinson. Ms. Emery Butler seconded. All voted in favor. The meeting was adjourned at 9:25pm. Next meeting date is November 4, 2015 at 7pm at the Main Library.

Respectfully submitted,

Sarah Santos

Attachments:

Agenda

Director's Report

Financial Report- September and October